

# VACANCY ANNOUNCEMENT

US Embassy Banjul  
Department of State  
Washington DC 20521-2070



## **VACANCY ANNOUNCEMENT: CULTURAL AFFAIRS ASSISTANT GRADE: FSN 9**

**Announcement Number: BJL-15-007**

**Position: Cultural Affairs Assistant**

**Open To: All Interested Persons**

**Opening Date: March 31, 2015**

**Closing Date: April, 15 2015**

**Work Hours: Full-time, 40 hours/weeks**

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Cultural Affairs Assistant.

### **BASIC FUNCTION OF POSITION**

Under the direct supervision of the Public Affairs Officer, the Cultural Affairs Assistant has responsibility for planning, organizing and executing public diplomacy outreach activities that include educational advising, cultural exchanges, DVC, media, and training programs in support of the Embassy's Mission Performance Plan and providing written and database reports in a timely manner. Incumbent will support PAO organized events, such as July 4, and closely monitor related budgets. Position provides backup to Public Diplomacy Assistant.

### **REQUIRED QUALIFICATIONS:**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

**Education:** University degree is required.

**Experience:** Three to five years of progressively responsible experience in public relations, communication or journalism is required.

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**Language:** Level IV (fluent) speaking/writing English ability is required. Level IV (fluent) Wolof and Mandinka required

**Knowledge:** Thorough knowledge of Gambian political, economic, social, cultural and educational structure is required as is familiarity with U.S. foreign policy and programs, including its history, principles and underlying concepts. Must be familiar with the American university education system, including information resources, admission practices and testing requirements.

**Skills /Abilities:** Excellent organization skills and time management skills are required. Ability to juggle competing priorities is required. Excellent drafting and written communication skills are required. Excellent oral communication and interpersonal skills, with the ability to deal effectively with all levels of personnel within the Mission and externally are required. Must have excellent computer skills including experience with MS Office suite (e.g. Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook), and familiarity with social media required with ability to perform extensive research on the Internet. Strong analytical ability and intellectual curiosity, initiative, and resourcefulness is required. Must also have ability to establish and maintain broad range of contacts in the academic, media, cultural, and governmental institutions is required. Self-motivation, self-direction; and ability to work independently, with minimal supervision are also required. Good judgment with the ability to make balanced decisions is required.

## **TO APPLY:**

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

[http://banjul.usembassy.gov/job\\_opportunities.html](http://banjul.usembassy.gov/job_opportunities.html)

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Human Resources Office  
Embassy of The United States of America  
Kairaba Avenue  
Serrekunda  
Email: [HROBanjul@state.gov](mailto:HROBanjul@state.gov)

no later than **April 17, 2015. Only short-listed candidates will be contacted for interview.**

*The Embassy of the United States of America, Banjul is an Equal Opportunity Employer (EEO). Female applicants are encouraged to apply.*